



COMMERCE CABINET  
KENTUCKY HERITAGE COUNCIL

Steven L. Beshear  
Governor

The State Historic Preservation Office  
300 Washington Street  
Frankfort, Kentucky 40601  
Phone (502) 564-7005  
Fax (502) 564-5820  
[www.kentucky.gov](http://www.kentucky.gov)

Marcheta Sparrow  
Secretary

Donna M. Neary  
Executive Director and  
State Historic Preservation Officer

To: All KHC Section 106 Consultants

From: David Pollack, Site Protection Manager

Subject: Site Checks at the Kentucky Heritage Council

Date: March 5, 2008

Effective immediately are the following office hours and procedures for consultants wishing to perform site checks at the Kentucky Heritage Council (KHC):

- **Site checks are by appointment only**, Wednesday through Friday, on the hour from 9 am to 3 pm. The office is closed for lunch from 12 pm to 1 pm; there will be no site checks during this time. Anyone wishing to conduct a site check must set up an appointment with Lynn Webb at (502) 564-7005, extension 118 or [lynn.webb@ky.gov](mailto:lynn.webb@ky.gov)
- At this time, consultants may access the paper files of this office during their site check. Information from the Geographic Information System (GIS) is available for a fee. GIS data research is conducted by a KHC staff person and is restricted to a single project. The GIS Data Response Fee is \$75.00 per project; however, this office reserves the right to raise that fee in the future. Copies are not included in this fee; copies are \$.10 a page.
- All consultants **must** sign in at the front office upon their arrival. The **required information** on the sign in sheet includes the name of the individual conducting the site check, the county in which the site or sites is located, the site/project name if known or assigned, the type of records accessed and sign in and out time. It is not acceptable to list "multiple sites" or "multiple projects" on this sheet without listing the names of the counties in which these projects are located.
- Attached to this memo is a copy of the form that must be included in all cultural historic reports submitted to the SHPO. When an applicant or consultant performs the required site check at the SHPO office, they must fill out this form; a copy

will be provided to them for inclusion in the report. The site check form should be placed behind the cover sheet for the report. **If this form is not included in the submitted report, the report will be returned without review.** For archaeological surveys, a separate form needs to be obtained from the Office of State Archaeology.

- If you have any questions about this policy, please contact Janie-Rice Brother, Environmental Review Coordinator at (502) 564-7005, extension 121 or [janie-rice.brother@ky.gov](mailto:janie-rice.brother@ky.gov)